

Herding Cats: Managing with Electronic Documents

Part 3 – Printing Tips



How a better organized computer and email in-box can
help you save time, money and **paper**

In this third module in the **Managing Electronic Documents** series, we look at tips and tricks for adjusting settings to improve document viewing and printing in **Word**, **Excel** and **PowerPoint**, as well as the **Internet**. Instructions for using **HyperSnap**, the City's screen capture program is also included.

Prepared by
Dena Gazin
Seattle Public Utilities
PaperCuts Campaign

TABLE OF CONTENTS

Word	3
FILE → PRINT PREVIEW	3
Shrink to fit button	4
FILE → PAGE SET UP	5
Margins & Orientation Tab	5
Layout Tab	6
Adjusting Header and Foot Heights	6
HEADERS & FOOTERS	7
Excel	8
FILE → PRINT PREVIEW	8
Preview Toolbar	8
Page Break Preview	8
FILE → PRINT	9
FILE → PAGE SET UP	10
Page Tab	10
Orientation	10
Scaling and Paper Size	10
Margins Tab	10
Adjusting Header and Foot Heights	10
Header/Footer Tab	11
Sheet Tab	11
PowerPoint	12
FILE → PRINT	12
Print Range	12
Print What (slides, handouts, etc.)	13
Color/grayscale	14
FILE → PRINT PREVIEW	15
Print Preview Toolbar	15
Print What (slides, handouts, outline)	15
Options	15
Internet	16
FILE → PRINT PREVIEW	16
FILE → PAGE SET UP	17
GENERAL INTERNET TIPS	17
HyperSnap	18
General Printing Tips	19

Herding Cats: Managing Electronic Documents

Part 3 - Printing Tips

Introduction

Want some tips and tricks to reduce the number of pages you print? Read on!

Some numbers:

- 11,000 – approximate number of City of Seattle employees
- If everyone prints just **one less page** a day...
 - 11,000 sheets x 5 = 55,000 sheets a week
 - 55,000 x 52 weeks = **2,860,000 sheets a year**
 - That's 5720 reams. This is more paper than the Legislative Dept., Personnel, and the Dept. of Neighborhoods **combined**, and higher than 1.5 Space Needles (953 ft.)

Only one less page makes a difference, but if everyone can take the time to preview and format their documents prior to printing, individually a person might save several piece of paper a day; collectively this adds up millions.

Word

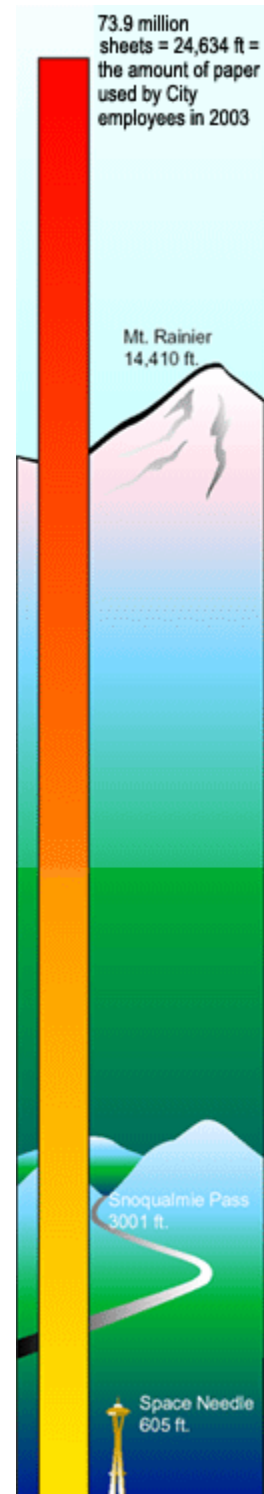
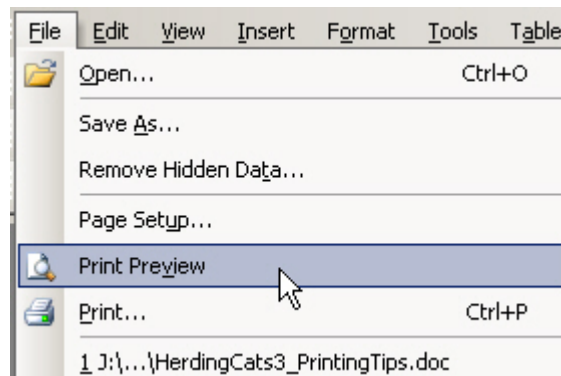
We all use Microsoft Word. Sometimes it's only for an occasional memo or travel form, but many City workers use Word as part of their work duties. Before you print your Word document, you should always **preview** what it looks like first. **File → Print Preview** is the best place to do this. By previewing what your document will look like, you will be able to visually see where changes might be made to decrease the number of pages you'll need to print.

FILE → PRINT PREVIEW

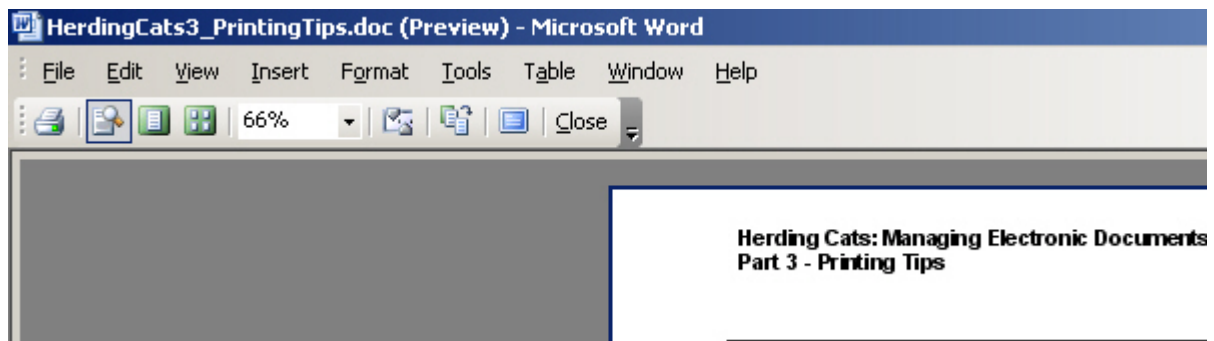
1. File → Print Preview

2. A Preview screen appears

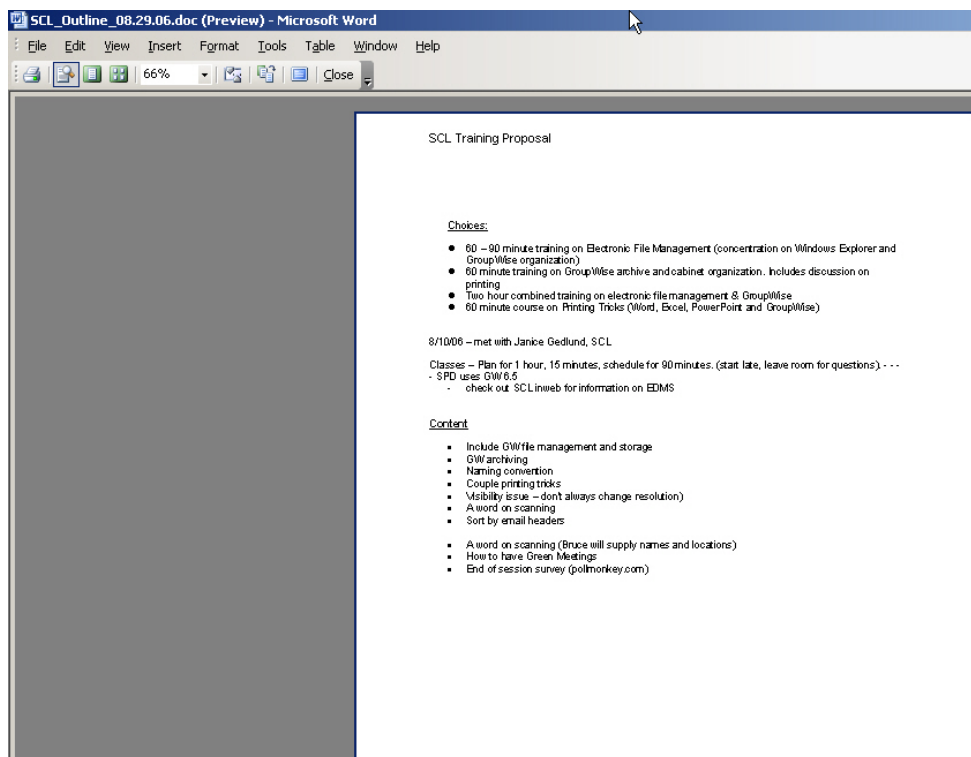
This screen is best to **preview** documents, but to adjust, you should go to **Page Set Up** (next Page)



Herding Cats: Managing Electronic Documents Part 3 - Printing Tips

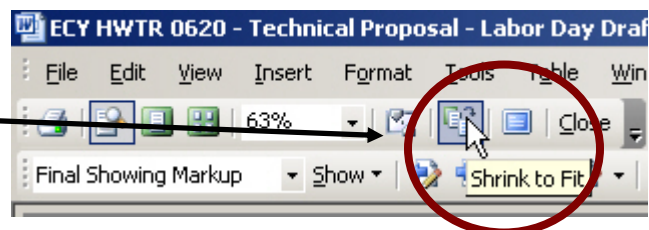


Larger Example of the Print Preview Screen



Shrink to fit button

What you can do in the **Print Preview** area is use the **Shrink To Fit** button to condense a document a little longer than one page, into a document exactly one page!



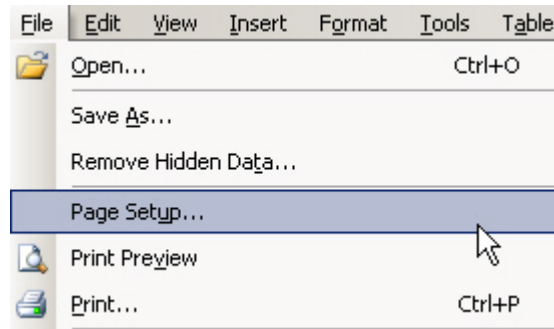
Herding Cats: Managing Electronic Documents

Part 3 - Printing Tips

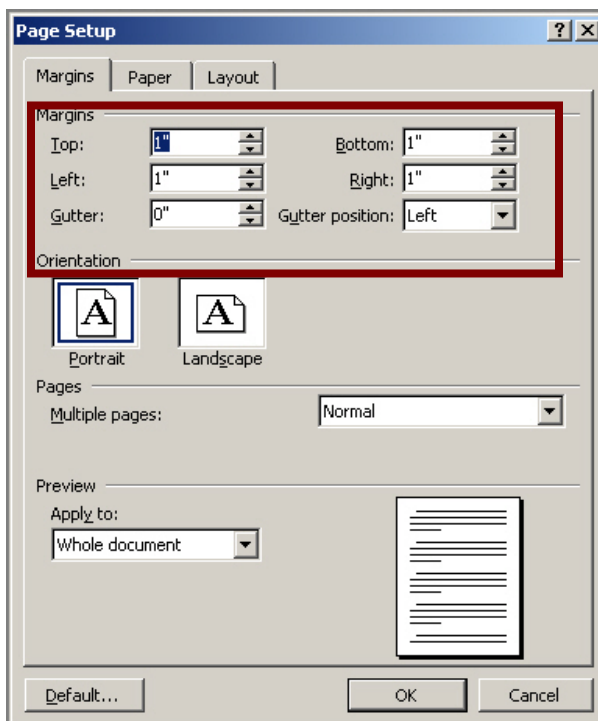
FILE → PAGE SET UP

Margins & Orientation Tab

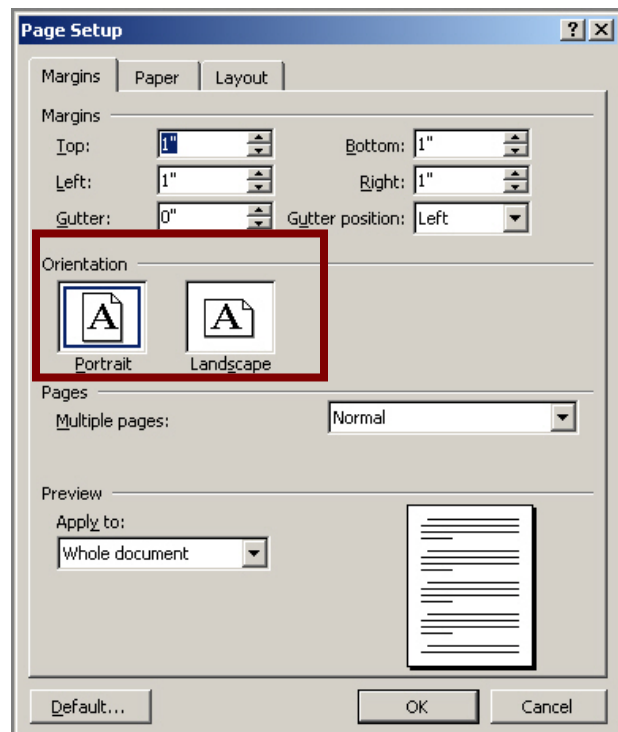
1. File → Page Set up



2. Adjusting Margins:



3. Adjusting Orientation (portrait vs. landscape)



Note: Adjusting the margins is the best way to decrease and control the amount of white space in your Word Document!

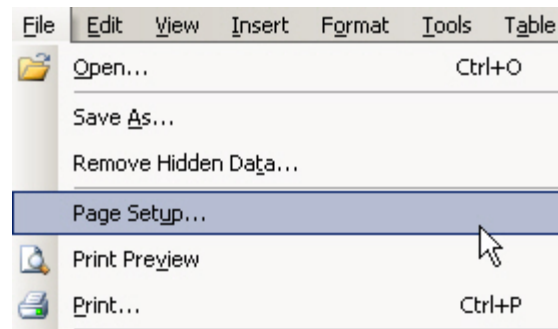
Herding Cats: Managing Electronic Documents

Part 3 - Printing Tips

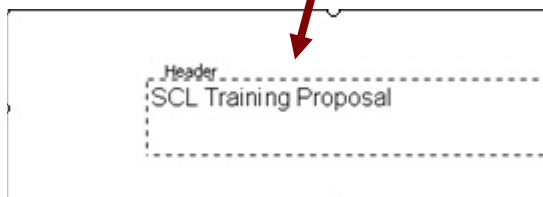
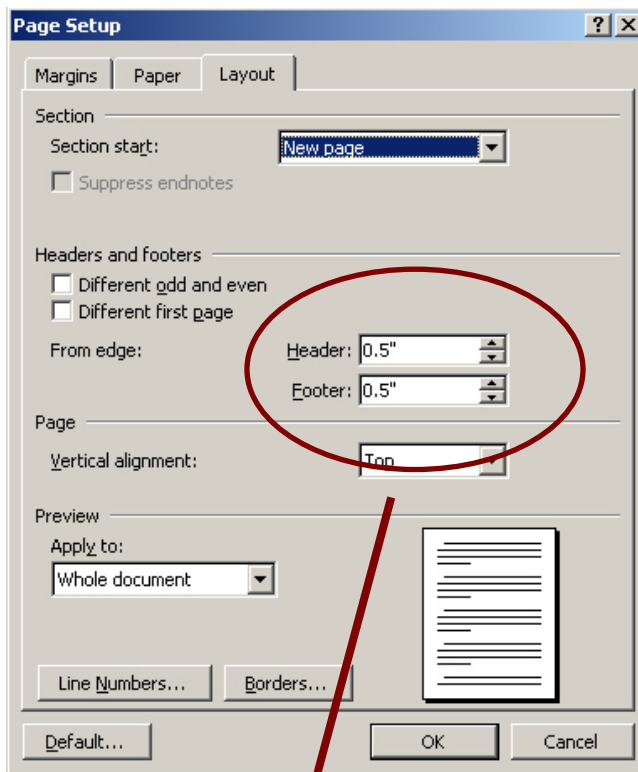
Layout Tab

Adjusting Header and Foot Heights

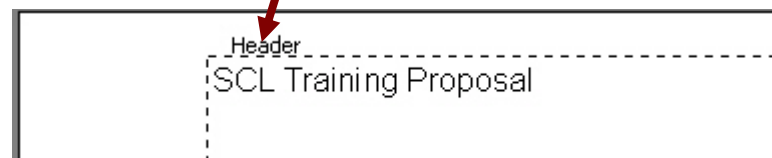
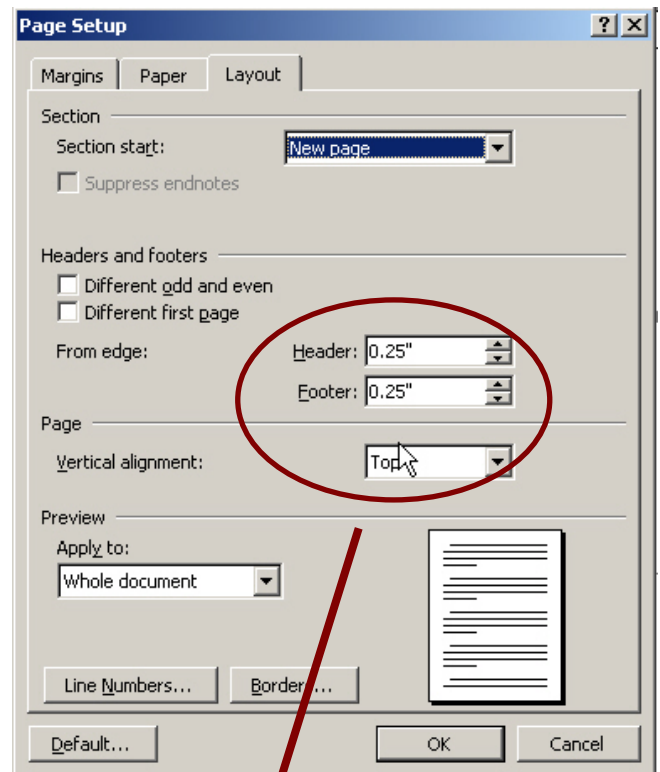
1. File → Page Set up
2. Select Layout Tab



Header height example of .5"



Header height example of .25"



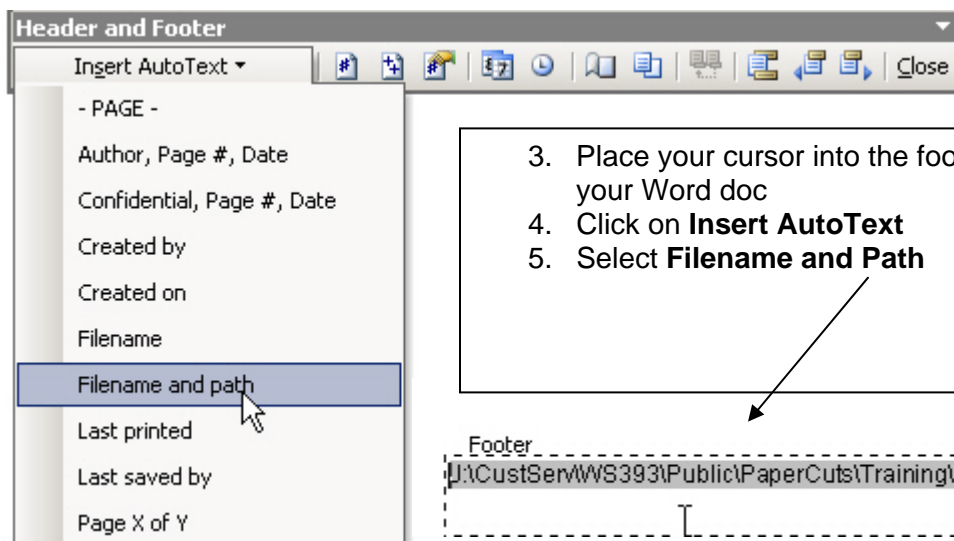
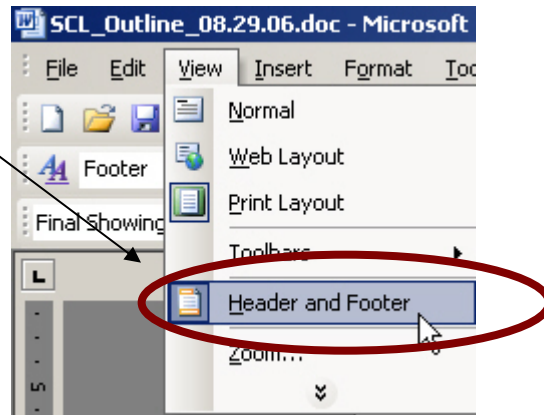
Herding Cats: Managing Electronic Documents

Part 3 - Printing Tips

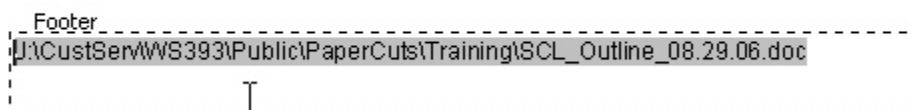
HEADERS & FOOTERS

Headers and Footers are wonderful for automatically inserting page numbers, last modified dates and file name and path directly into your document. Taking the extra moment to add the information during creation of the document prevents the inevitable, “Where did I save this?” or “When was this last modified?”

1. View → Header and Footer
2. This brings up the Header/Footer Toolbar



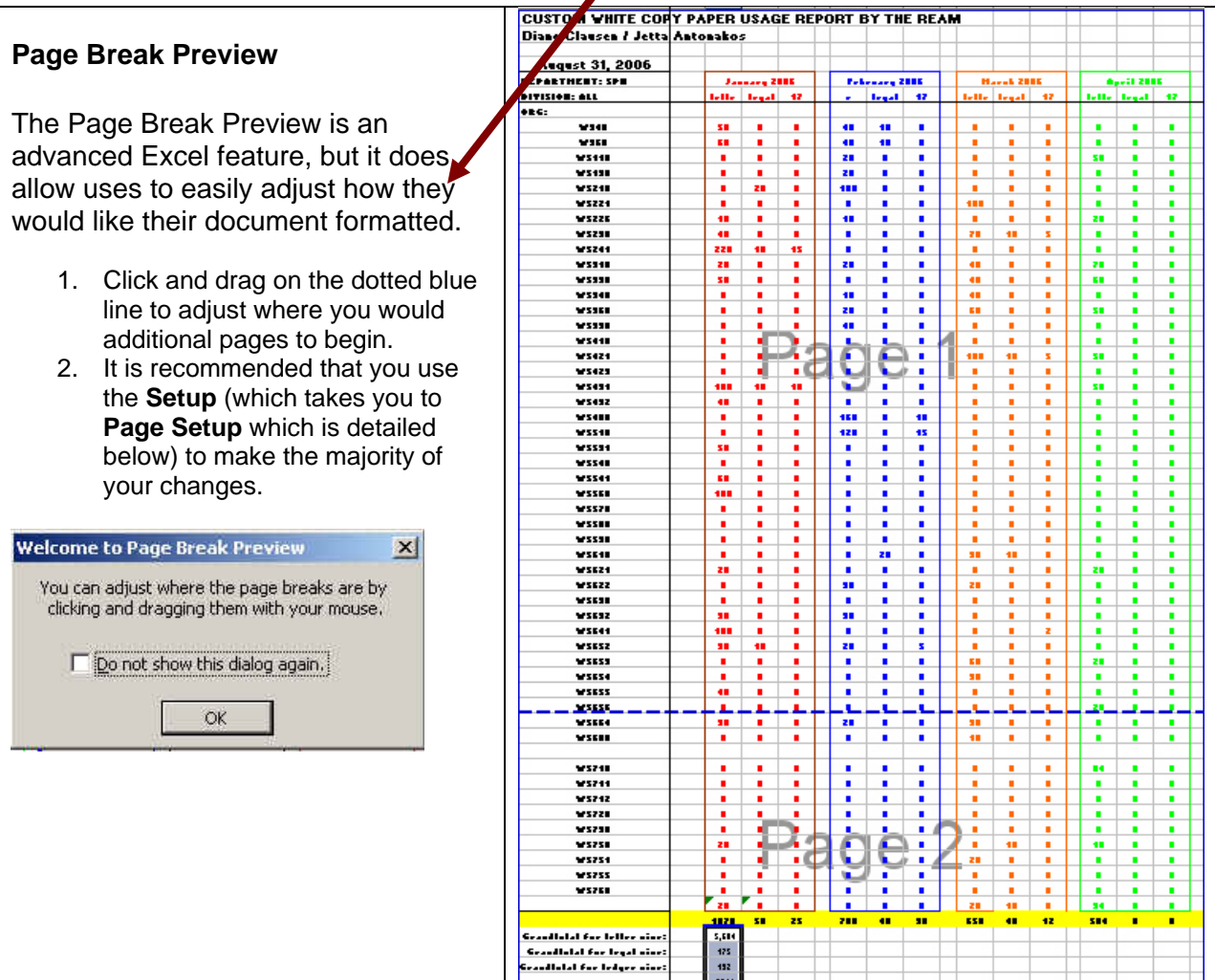
3. Place your cursor into the footer at the bottom of your Word doc
4. Click on **Insert AutoText**
5. Select **Filename and Path**



Excel

FILE → PRINT PREVIEW

Preview Toolbar

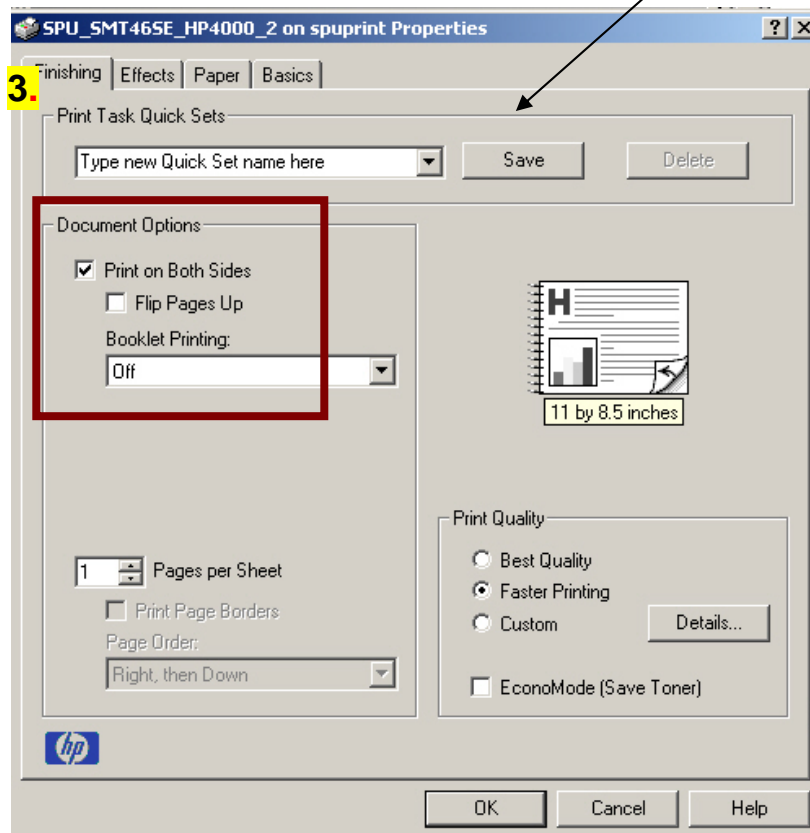
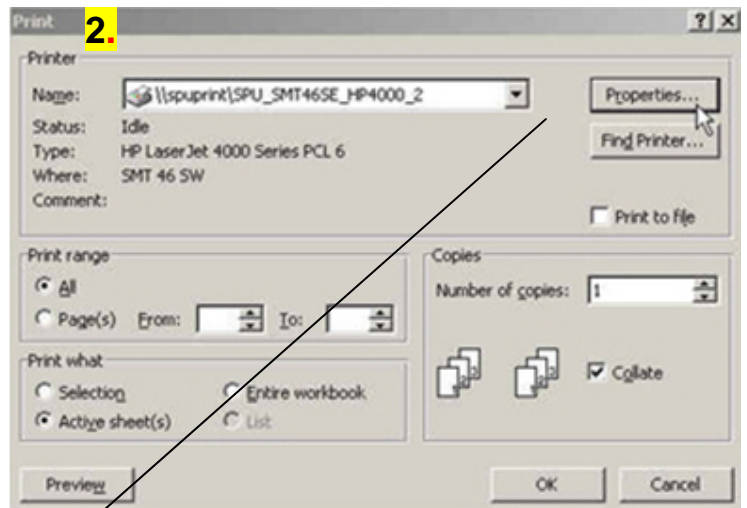
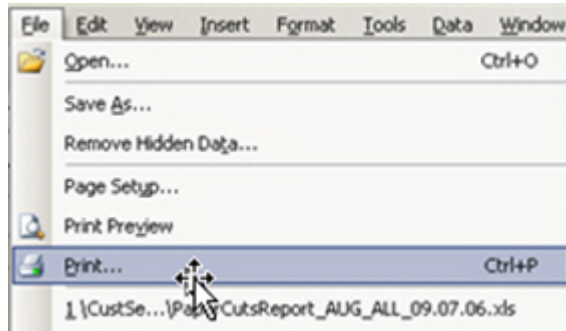


Herding Cats: Managing Electronic Documents

Part 3 - Printing Tips

FILE → PRINT

1. Spreadsheets are seldom only one page. When printing a spreadsheet, make sure it's double-sided. The Properties button on your Print screen is where you make this change.



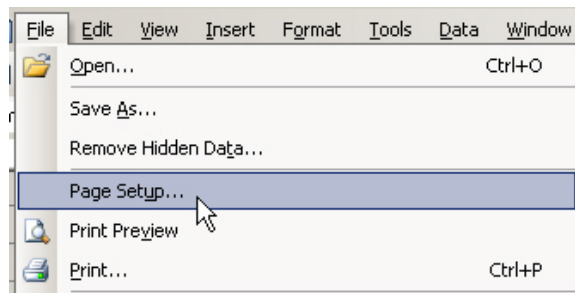
Herding Cats: Managing Electronic Documents

Part 3 - Printing Tips

FILE → PAGE SET UP

You can adjust nearly everything with **Page Setup**.

1. File → Page Setup



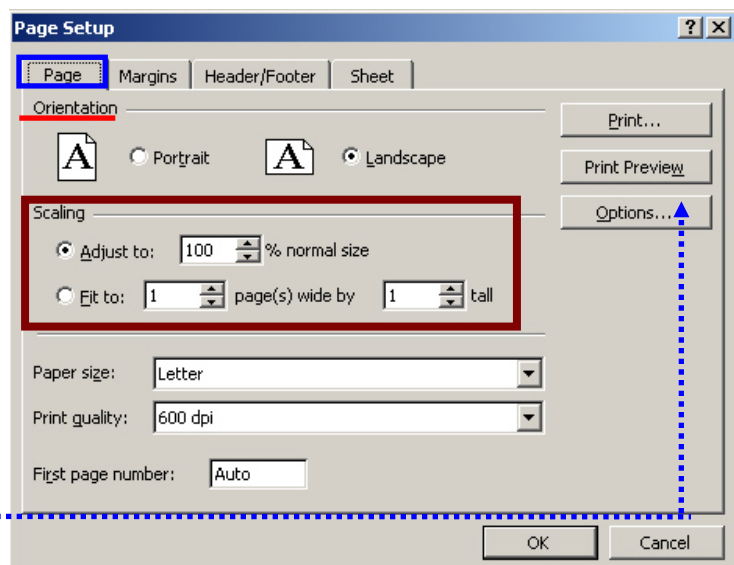
Page Tab

Orientation

1. File → Page Setup
2. Select Page tab (default)
3. Choose either **Portrait** (standard) or **Landscape** (longwise)

Scaling and Paper Size

Scaling is best used when trying to print long/large spreadsheets with more columns than a traditional spreadsheet allows. Scaling can be your new best friend, but remember to always **Print Preview** before printing.



Margins Tab

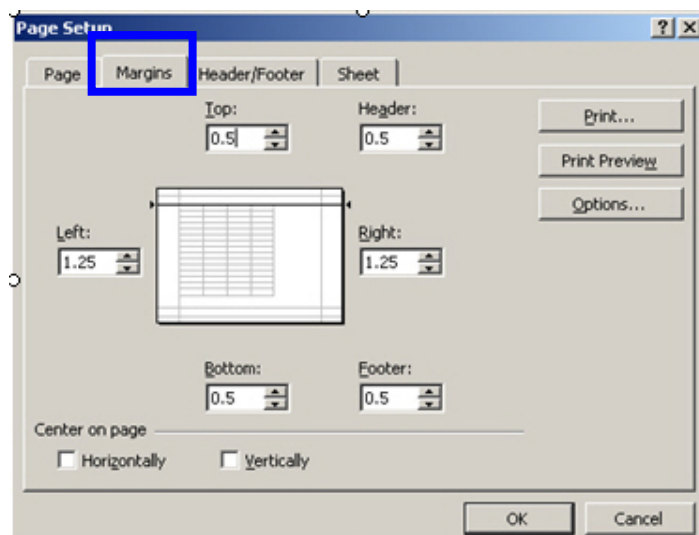
Modifying margins is sometimes the quickest way to get a spreadsheet to fit on your selected paper choice.

Adjusting Header and Foot Heights

1. File → Page Set Up
2. Margins Tab

Note: The Header and Footer margin height are used to decrease (or increase) the amount of space used for document titles, page numbers, dates, etc.

(The footer on this page is .3")



Herding Cats: Managing Electronic Documents

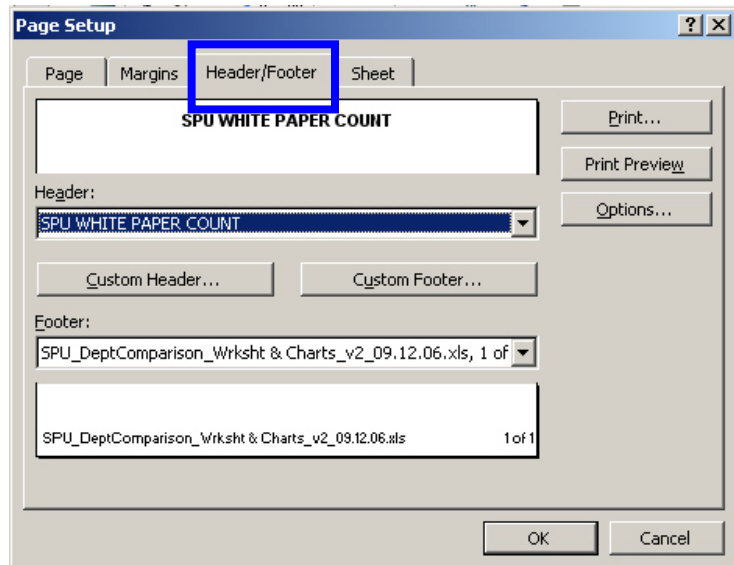
Part 3 - Printing Tips

Header/Footer Tab

1. File → Page Set Up
2. Header/Footer Tab

Headers are best used for document titles. Placing the title in a header, instead of the first line of a spreadsheet allows for quicker viewing and data manipulation (no need to delete a row in order to sort)

Footers are great places to place the file name and path, date, page numbers or even the name of the person who created the document.



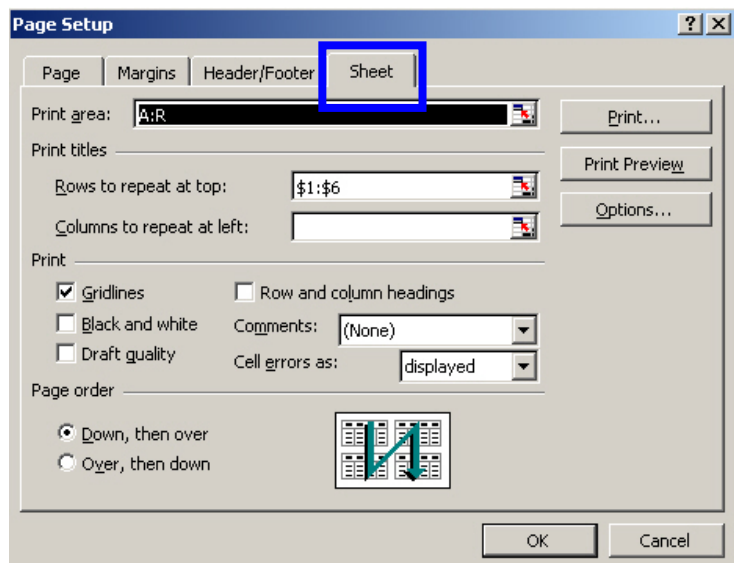
Sheet Tab

1. File → Page Set Up
2. Sheet Tab

The **Sheet** tab is where you can more precisely control what you'd like to print. Only need a few columns or rows? Use the **Print area** to highlight only what you need.

Print titles (Rows to repeat at top) is a great place to select header rows that you'd like printed on each page (great for larger spreadsheets with multiple pages).

Want the lines to appear on your page?
Check the box marked **gridlines**



Herding Cats: Managing Electronic Documents

Part 3 - Printing Tips

PowerPoint

FILE → PRINT

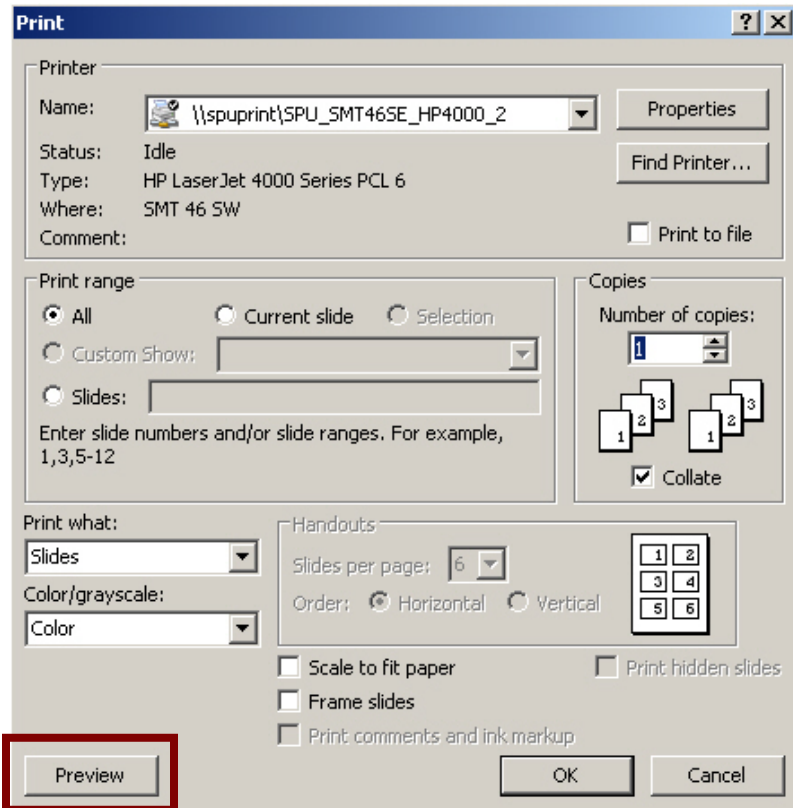
1. File → Print
2. The following screen appears

This is the **Default view**. From here you have all sorts of options to tailor how you want the slides to print.

You will now have a choice of printing:

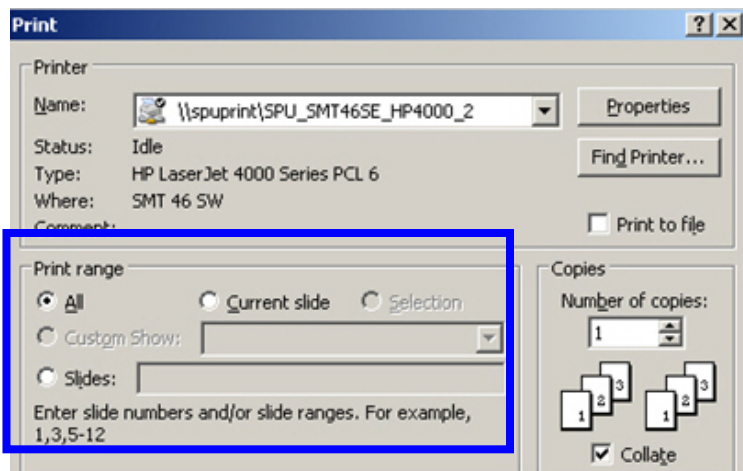
- One slide per page
- Multiple slides per page
- Multiple slides with space to write notes
- Slide outline (no images)

You can always click on Preview to see what the print out will look like



Print Range

Only print the slides you need!



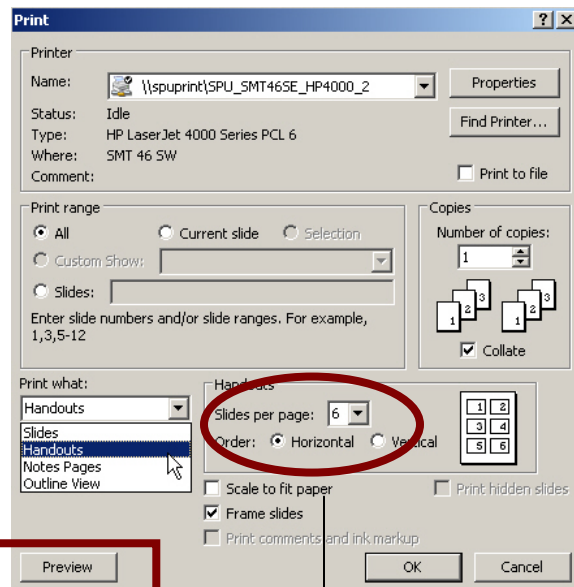
Herding Cats: Managing Electronic Documents

Part 3 - Printing Tips

Print What (slides, handouts, etc.)

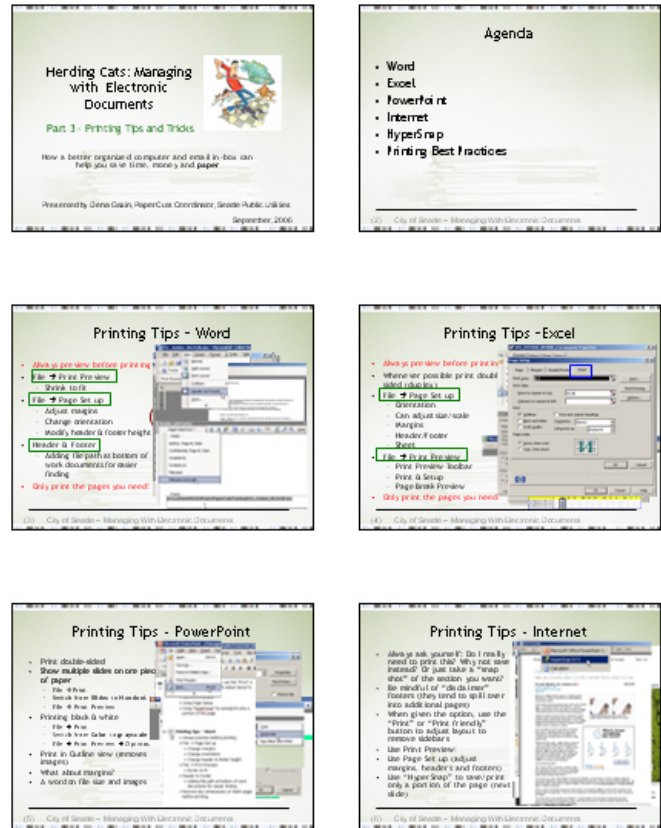
1. File → Print

Handouts (multiple slides per page)

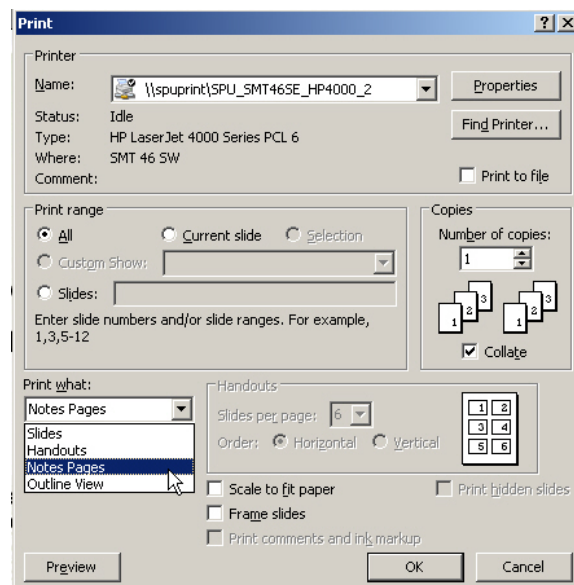


Don't forget to use the Preview button!

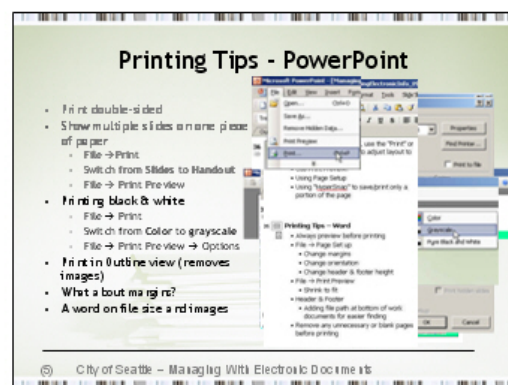
Example:



Notes Page



Example:

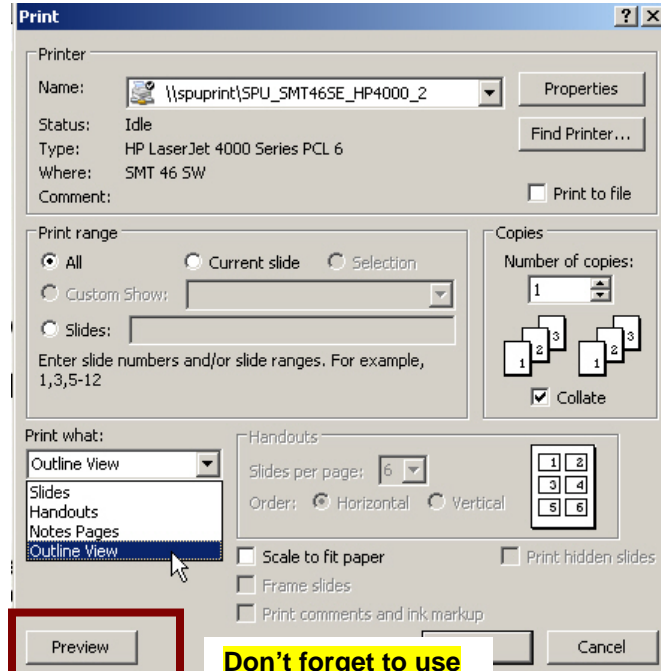


Here's where you can put your notes! Remember, when printing, don't print in color unless absolutely essential

Herding Cats: Managing Electronic Documents

Part 3 - Printing Tips

Outline View

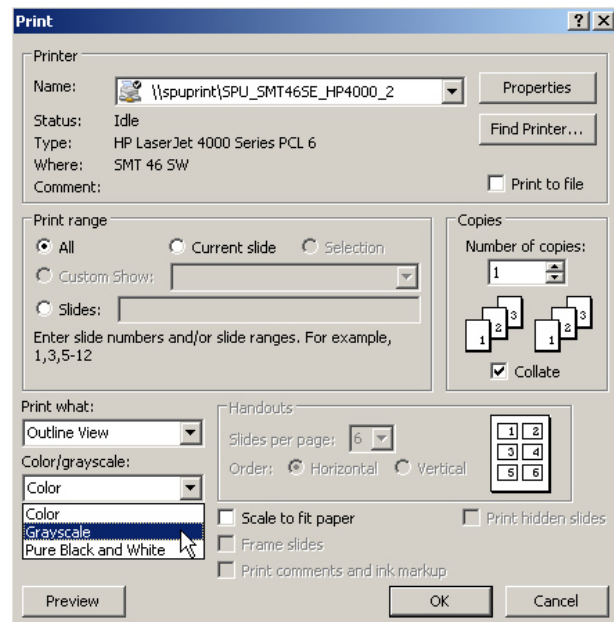


Example:

- 1 Herding Cats: Managing with Electronic Documents
How a better organized computer and email inbox can help you save time, money and paper
- 2 Agenda
 - Word
 - Excel
 - PowerPoint
 - Internet
 - HyperSnap
 - Printing Best Practices
- 3 Printing Tips - Word
 - Always preview before printing
 - File → Print Preview
 - Shrink to fit
 - Adjust margins
 - Change orientation
 - Modify header & footer height
 - Header & Footer
 - Adding file path at bottom of work documents for easier finding
 - Only print the pages you need!
- 4 Printing Tips -Excel
 - Always preview before printing
 - Whenever possible print double sided (duplex)
 - File → Page Set up
 - Orientation
 - Can adjust size/scale
 - Margins
 - Header/Footer
 - Sheet
 - File → Print Preview
 - Print Preview Toolbar
 - Print & Setup
 - Page Break Preview
 - Only print the pages you need!

Color/grayscale

Slides are usually created with color, but this doesn't mean you need to **print** with it. Color toner costs twice as much as black, and makes the printer work twice as hard. Use the **grayscale** option whenever possible.

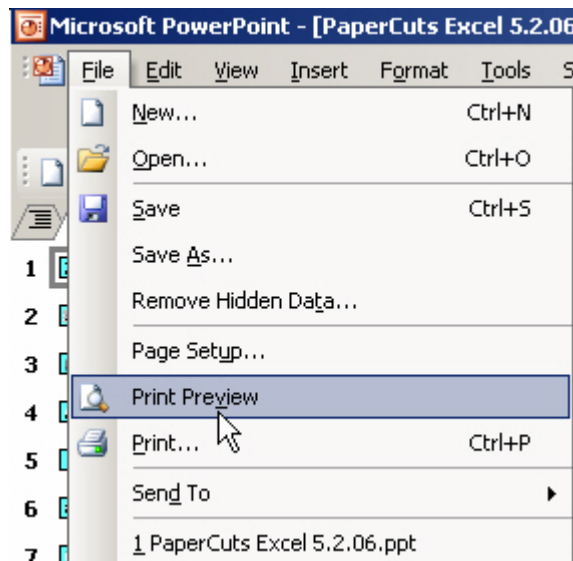


Herding Cats: Managing Electronic Documents

Part 3 - Printing Tips

FILE → PRINT PREVIEW

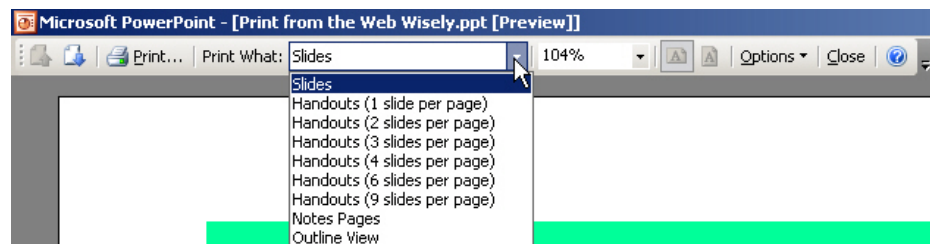
1. **File → Print Preview**
2. Print Preview Toolbar and preview image appears (below)



Print Preview Toolbar

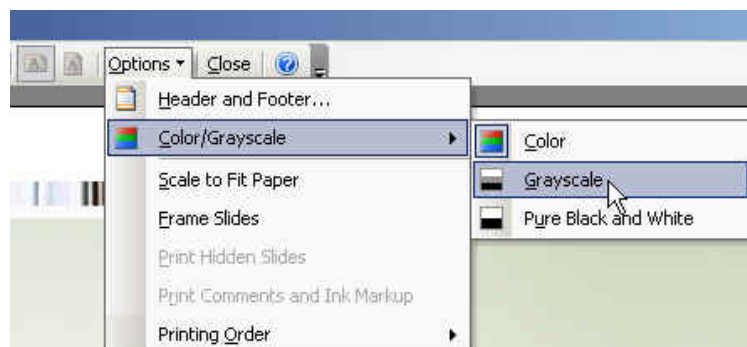
Print What (slides, handouts, outline)

This drop down menu gives you the same options as the **File → Print** option



Options

Use the options tab to change the default from Color to Grayscale.



Herding Cats: Managing Electronic Documents

Part 3 - Printing Tips

Internet

Before printing ask yourself:

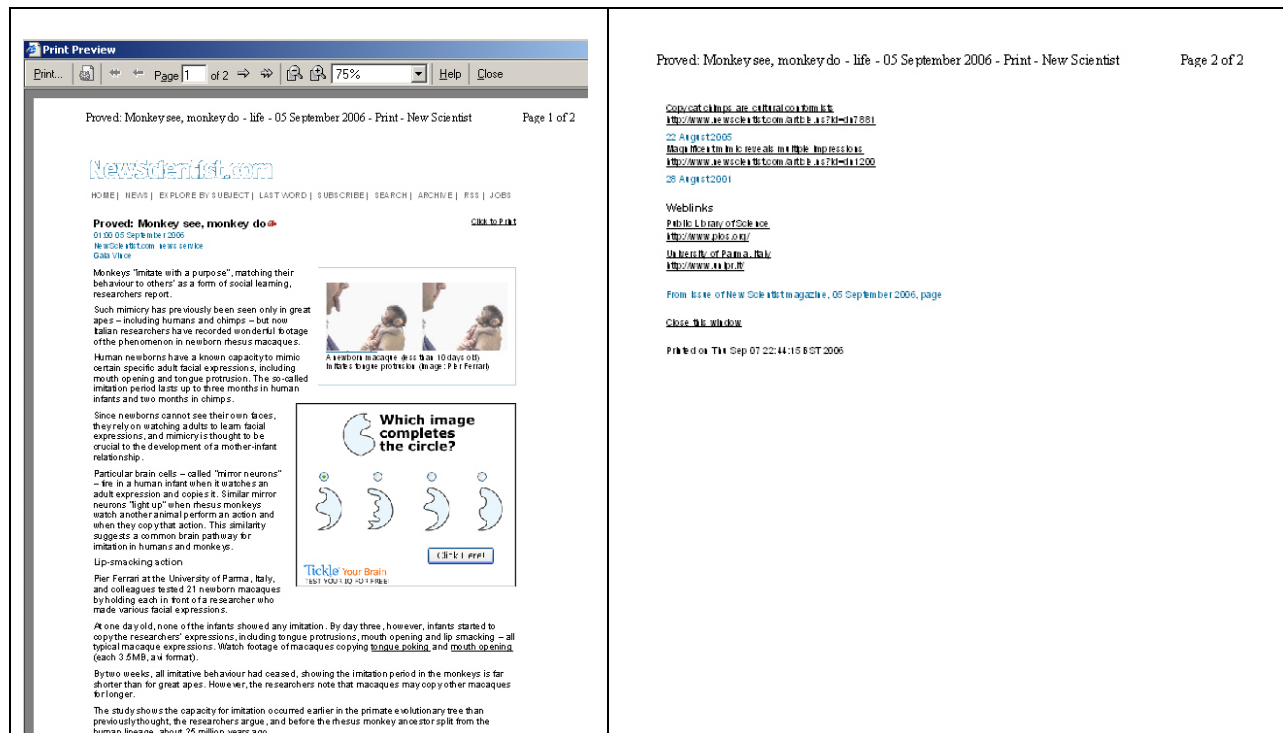
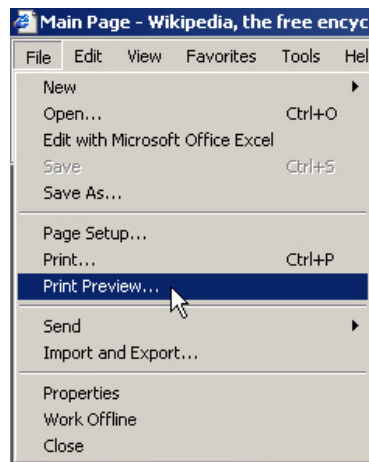
- Do I really need to print this?
- Can I save to my computer instead?
- Do I need the entire article/report/section, or can I use a just copy and paste a specific section or use a screen capture program such as HyperSnap (pg. 19) to only capture the section I'm interested in.

FILE → PRINT PREVIEW

Before printing a page use the **Page Preview** to visually check and see what you need to print.

1. File → Print Preview

In the example below, you can see that page 2 of this article is actually only links to other articles. Not needed! Only print the first page.



Herding Cats: Managing Electronic Documents

Part 3 - Printing Tips

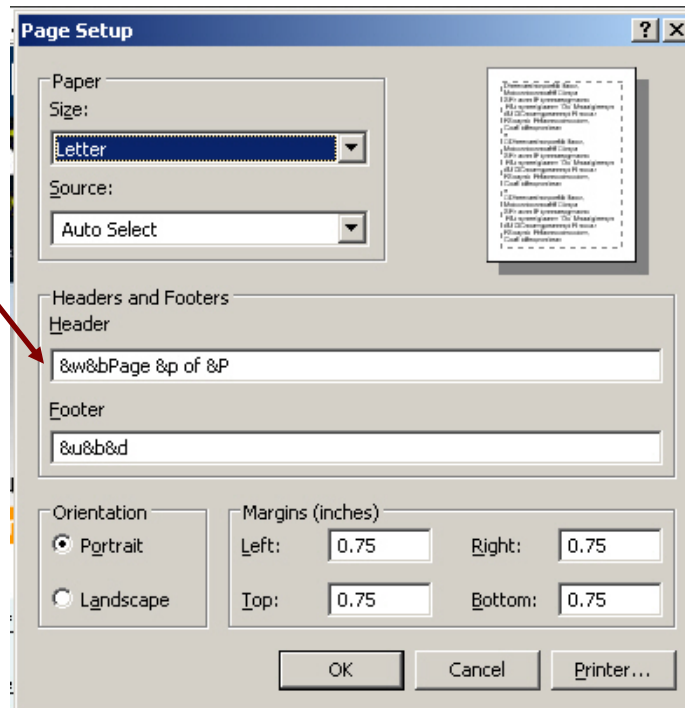
FILE → PAGE SET UP

Page Setup is a good place to go to adjust the **margins** in a document.

Warning! While you can **delete** the header and footer to conserve space, this is *not* recommended. Why?

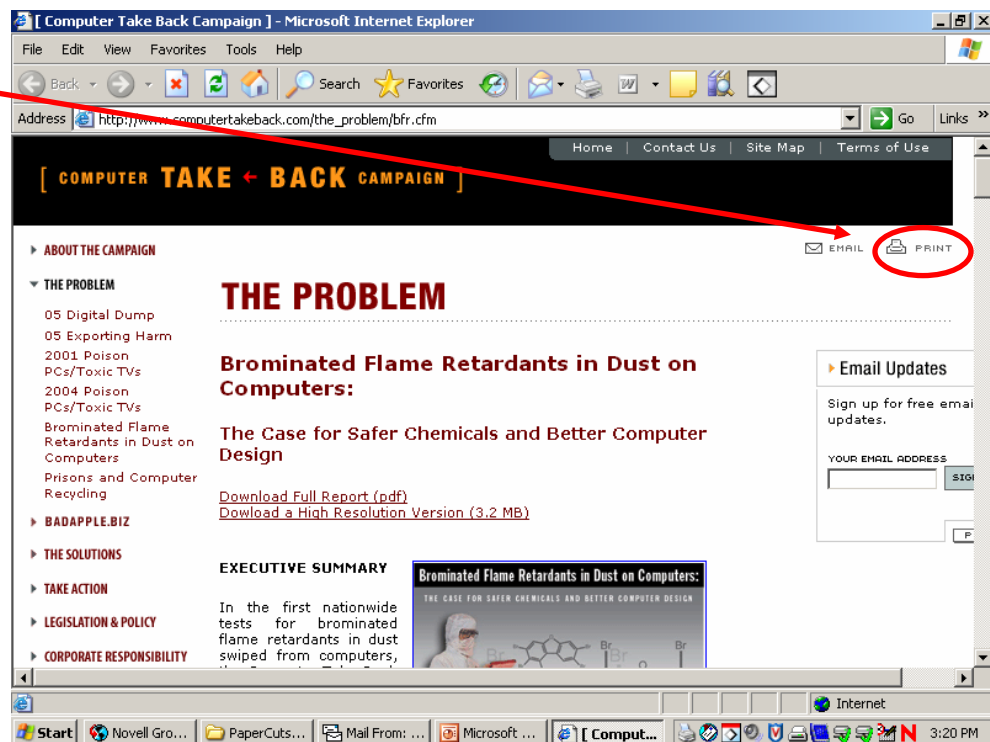
Because the moment you delete this from one document, it is **permanently** deleted from the Page Setup and won't appear on any subsequent documents. The only way to get the header back is to re-enter the Header code: **"&w&bPage &p of &P"**

Footer code: **&u&b&d**



GENERAL INTERNET TIPS

Use **Print** or **Printer-friendly** options when printing. This usually removes graphics and any navigational menus or extraneous text.



- Be mindful of “disclaimer” footers (they tend to spill over into additional pages)

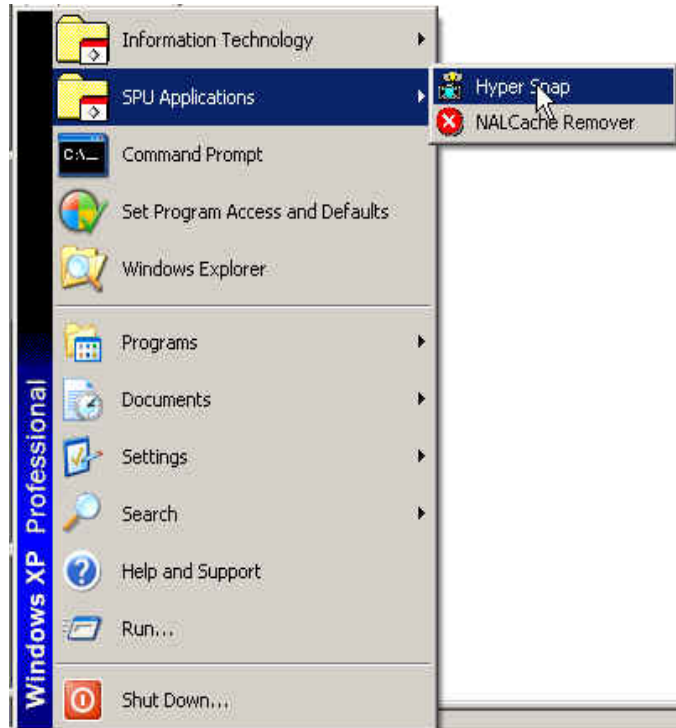
Herding Cats: Managing Electronic Documents

Part 3 - Printing Tips

HyperSnap

HyperSnap is a screen capture program freely available to most City employees.

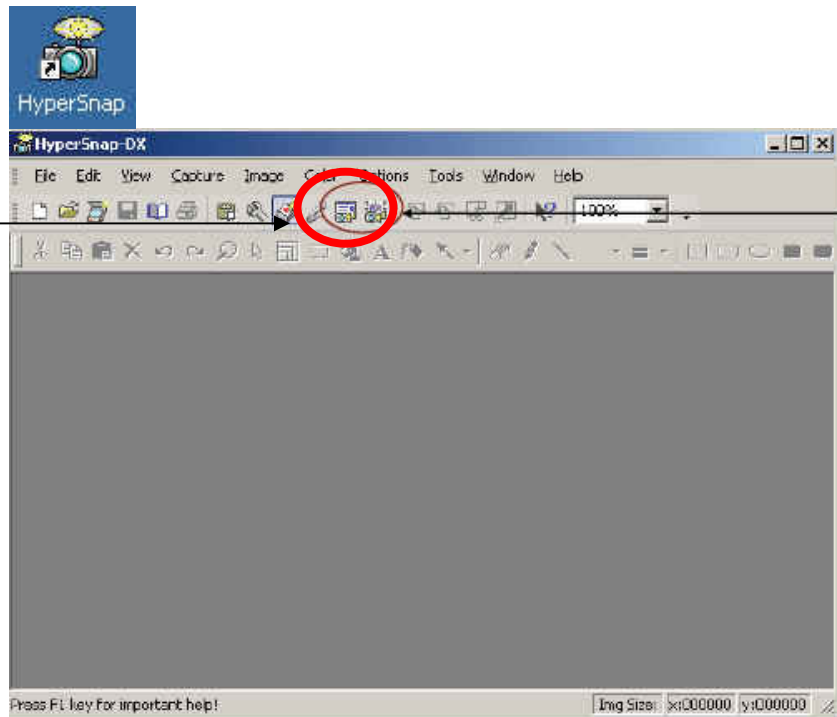
Usually, **HyperSnap** is located in the department or network section of your start up menu, but you'll need to ask you IT department for exact placement.



How To Use

1. Open HyperSnap program
2. The following screen will appear
3. Click on **Capture Region** button

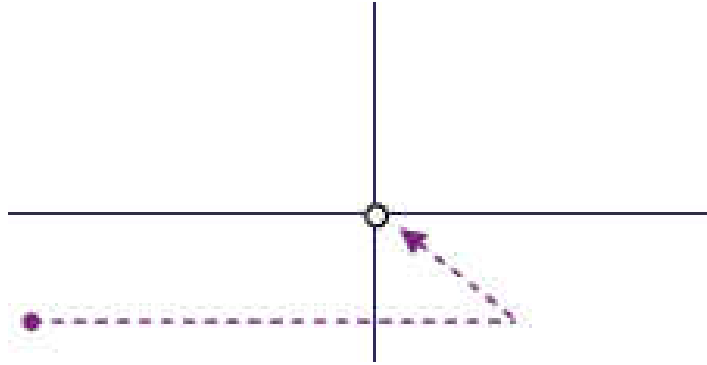
Shortcut: CTRL + SHIFT + R



Herding Cats: Managing Electronic Documents

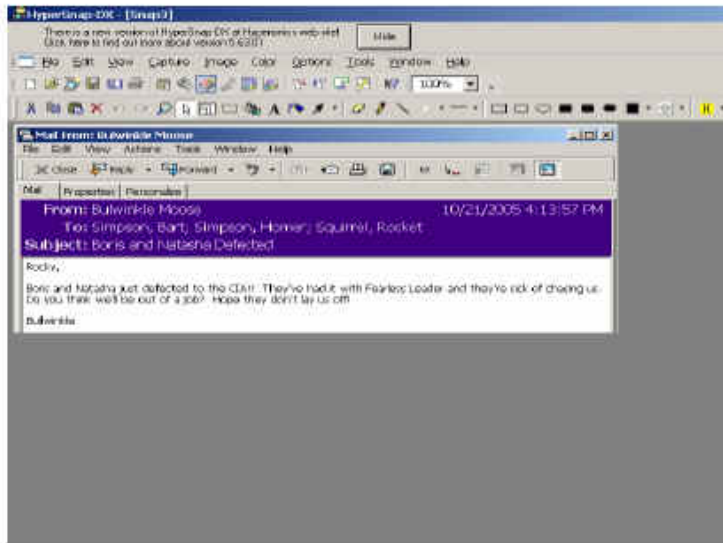
Part 3 - Printing Tips

5. Your cursor will turn into a "crosshairs" tool. **Holding down the right mouse button**, you can drag the cross around to highlight the image you need
6. **Release the right mouse button** once you have selected the area you would like, and then **click on right mouse button a second time**.



7. Image is now captured and appears in HyperSnap as a .jpg

From here you can save to your computer, paste into a word doc or even print (only as a last resort of course!)



General Printing Tips

1. Ask yourself if you really need it. Can you just keep/make an electronic copy?
2. Ask colleagues to email or post on website
3. Adjust margins and fonts to reduce the number of pages in your documents
4. Proofread and preview documents before you send to printer
5. Before making several copies of one document, do a one-copy test run
6. Print on both sides (duplex)